



Ministry of Healthcare and Indigenous Medical Services

Primary Health Care System Strengthening Project

Vacancy Announcement for Management Assistant -01 Position- Full time

Primary Health Care System Strengthening Project is a World Bank supported project under the Ministry of Health, Nutrition and Indigenous Medicine which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 “ensure healthy lives and promote wellbeing for all at all ages” and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components include **Component 1-** PHC Restructuring Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the post of **Management Assistant** of the Primary Health Care System Strengthening Project on full-time basis. This position will be based in the Project Management Unit in Colombo. But the selected officer may be requested to travel outside as and when required. Also, though the working time is 8 hours the selected officer must be ready to work longer as and when required. Also, he/ she will be required to work during weekend if the need arises.

Duties and Responsibilities

1. Management assistant shall contribute to the overall process and components of the project while coordinating specific activities assigned by the project director with regard to the office management.
2. Management assistant shall engage in project and office management activities including organizing meeting taking minutes preparing letters and maintain files and records.
3. Engage in financial management activities which include preparing vouchers managing inventories and maintenance of financial records of the project management unit.
4. Attend to field supervision where necessary

Qualifications

- Having passed three subjects in GCE (A/L)
- Having passed six subjects with four credit passes in GCE (O/L) examination including Sinhala/Tamil, Mathematics
- Proficiency in Microsoft Office package with skills of working in Excel and Word
- Not less than 03 years' work experience in the office management with related to the financial management.
- Work experience in the field of office administration (HR issues, Establishment issues and file maintenance.) will be considered preferably.

- Experience in the foreign funded development projects implemented by the Government entities and proficiency in working English language would be an added qualification.

General Conditions

- The appointment for the post is on full time basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one month prior notice to the Project Director.
- The Secretary of the Ministry of Health, Nutrition and Indigenous Medicine has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.
- Age Limit: Under 65 years by 10th January 2020

Salary: According to the Public Administrator circular No. 03/2019 PL category

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications with names of two non-related referees along with the contact telephone/fax/email address should be sent to reach the following postal address through registered post or email (vacancyssp@gmail.com) on or before 10th January 2020. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email "*Application for the Post of Management Assistant – Primary Health Care System Strengthening Project*".

Project Director-
Primary Health Care System Strengthening Project
3rd Floor, No 191, J.R.Jayawardhana Centre
Colombo 7

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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4. National Identity card Number of the applicant *(Please attach a certified copy of the NIC)*

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5. Post Applied for

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6. Contact Details of the applicant

Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

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Signature of applicant

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Date

Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

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Signature of Head of the institution

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Date